

**THE UNITED STATES BANKRUPTCY COURT  
FOR THE MIDDLE DISTRICT OF PENNSYLVANIA**

**POSITION AVAILABLE:  
TERM JUDICIAL LAW CLERK**

**Court Name:** UNITED STATES BANKRUPTCY COURT

**Court Address:** 197 South Main Street, 274 Max Rosenn US Courthouse

**City:** Wilkes-Barre **State:** PA **Zip:** 18701 **Duty Location:** Wilkes-Barre

**Permanent Position:** NO

**Job Grade:** JSP Grade Level 11 through 14

**Salary Min:** \$51,972.00

**Salary Max:** \$87,533.00

**Open Until:** September 15, 2006

**Full Description:**

US BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

**POSITION:** It is anticipated that a position will open for a newly selected Bankruptcy Judge, Robert N. Opel, II, approximately on October 15, 2006 or whenever Robert N. Opel, II is sworn in as a Bankruptcy Judge.

**LOCATION:** 197 South Main Street, Max Rosenn US Courthouse, Wilkes-Barre, PA 18701

**TERM OF EMPLOYMENT:** Full Time position, Monday through Friday, 8:30 a.m. – 5:00 p.m. Position ends on August 31, 2008.

**SALARY/TARGET GRADE:** Salary dependent upon level of appointment. JSP Grade Level 11 through 14; annual salary \$51,972.00-\$87,533.00 (Depending upon experience and qualifications)

**POSITION OVERVIEW:**

A Term Judicial Law Clerk position is expected to become available when newly selected Bankruptcy Judge Robert N. Opel, II takes the bench. It is estimated that the position will begin on or about October 15, 2006 and will end on August 31, 2008.

Duties include legal research and preparation of memoranda, orders, correspondence, and draft opinions. Duties may also include attendance at hearings, trials, and conferences. Effective interaction with members of the Bar, Clerk's Office staff and Chambers' staff is essential to this position.

## QUALIFICATIONS:

Candidate must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree). Applicant must be in the top one half of his or her law school graduating class.

It is expected that applicants will have superior research, writing, proofreading and communication skills. Proficiency in computer assisted legal research is required and proficiency in Windows and Word Perfect is preferred. Course work or experience in bankruptcy or commercial law is helpful.

## BENEFITS:

A Term Law Clerk is eligible for a choice of health insurance coverage from a variety of plans. Life insurance options will also be available. There is paid annual and sick leave and a minimum of 10 paid holidays per calendar year.

## MISCELLANEOUS:

The United States Bankruptcy Court for the Middle District of Pennsylvania serves a 33 county area in Central and Northeastern Pennsylvania. The Southern Tier of the Clerk's Office is based in Harrisburg, Pennsylvania and the Northern Tier is based in Wilkes-Barre, Pennsylvania. The Clerk's Office provides clerical and administrative support to the Federal judicial process.

## HOW TO APPLY:

Please submit a cover letter, current resume, two reference letters, a law school transcript and a writing sample of less than ten (10) typewritten pages that has not been edited by anyone other than the applicant to: Ellen Linskey, Chief Deputy, US Bankruptcy Court for the Middle District of Pennsylvania, 197 South Main Street, Wilkes-Barre, Pennsylvania, 18701. Please include in the cover letter day and evening telephone contact numbers, GPA and class rank (if provided by the applicant's law school). Individuals selected for interview may be tested for skills in typing, computer assisted research, proofreading and legal citation checking. Before an offer of employment is made, references must be provided for any current and previous places of employment.

Due to the expected volume of applications received, the Court can only communicate with those individuals who will be tested or interviewed for the position. If you are not contacted by us, another candidate was selected for the position.

The applicant must be a U.S. citizen or otherwise eligible for federal employment within the United States. This position is considered a sensitive position. Appointment is provisional and retention is contingent upon the successful completion of an appropriate background check.

The U.S. Bankruptcy Court for the Middle District of Pennsylvania is an Equal Opportunity Employer.